


Tenancy application form

Rental property	Address:		
Tenancy requirements	Length of tenancy: _____ Months	Commencement date: ____ / ____ / ____	Rent: _____
	Total number of persons to occupy: _____	Number children (if any): Age/s: _____	Number of pets (if any): Type: _____
Applicant's full name and current address	Dr / Mr / Mrs / Ms: _____ Address: _____		
Applicant's contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email: _____		
Current rental details	Current rent: \$ _____ per week / month	Period of Tenancy: _____ months	
	Agent/Landlord: _____	☎ (B)	
	Why are you leaving? _____		
Previous address	Address: _____		
	Rent: \$ _____ per week / month	Period of Tenancy: _____ months	
	Agent/Landlord: _____	☎ (B)	
	Why did you leave? _____		
Current Employment	Current employer: _____		Contact name: _____
	Employer's address: _____		
	Your position: _____	Length of employment: _____	☎ (B)
	Fulltime / Part time (Circle One)	Nett income: \$ _____ per week / fortnight / month	
Previous Employment	Previous employer: _____		Contact name: _____
	Your position: _____	Length of employment: _____	☎ (B)
	Fulltime / Part time (Circle one)	Reason for leaving: _____	
University Student (Additional Information)	Uni studying at: _____	Name of course: _____	
	Course Length: _____	Year of study in: _____	
	Government Assistance: Y / N (Circle) If yes, how much: \$ _____		Confirmation letter: Y / N
Family detail	Parents' name: _____		☎ (H)
	Parents' address: _____		
Personal details	Date of birth: ____ / ____ / ____	Drivers licence No. _____	Expiry date: ____ / ____ / ____
	Car Rego No. _____	Passport no. _____	Expiry date: ____ / ____ / ____
<p>On The Move</p> <p>Free Utility Connection Service</p>	 <p>on the move Electricity / Gas / Telephone / Broadband / Foxtel Ph: 1300 850 360 Fax: 1300 661 160</p> <p>Let On The Move reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to</p> <p>Terms & Conditions – By not ticking the box below, you are consenting to On The Move contacting you to arrange your service. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect you services.</p> <p><input type="checkbox"/> No, I will connect the required utilities of my own accord.</p>		
How did you find out about this property?	<input type="checkbox"/> Internet <input type="checkbox"/> Local paper / SMH <input type="checkbox"/> For Lease signboard <input type="checkbox"/> Referral <input type="checkbox"/> Other: _____		

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100 point identification check (Required from each applicant)	1. Photo ID – i.e. Current Australian Drivers licence (40); and/or Current Australian Passport (40); and/or Current Overseas Passport with Valid Visa (40); and/or Proof of Age Card (10). 2. Other ID – i.e. Birth certificate (20); Motor vehicle registration certificate (10). 3. Credit/Key card (20); Medicare card (20); Current wage advice (20); Bank statement (10); 4. Previous tenancy references – i.e. Agent Reference Letter (30); Previous 2 rent receipts (10); Electricity / Gas account (10); 5. Previous home ownership i.e. Council Rates (20); Water Rates (20); Mortgage statement (20)		
	Number of Points provided:		Date:
Emergency contact (Relative/Friend NOT living with you)	Name:		
	Address:		
	Relationship:	☎ (H):	☎ (B):
Personal/Business References (NOT Relatives)	Name:		
	Address:		☎ (Ph):

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition Yes / No
- If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval:

- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- I confirm having received a copy of this application for my retention.
- I consent to the information provided in this application being verified and a reference check on national tenancy databases (TRA) being undertaken. I consent to my personal information being given to TRA & understand that the results of this reference check may have a beneficial or detrimental affect on my application.

Privacy statement

The personal information you provide in this application or collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy, may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not bankrupt, or discharged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$_____ per week (\$_____calendar month).

I undertake to pay a rental bond plus the first fortnight/month's rent in the form of bank cheque or money order made payable to: **RECONSTRUCT REAL ESTATE** upon signing the Residential Tenancy Agreement.

Statement of costs	Rental bond (4 week's rent)	\$ _____
	Rent in advance (fortnight /calendar month)	\$ _____
	TOTAL	\$ _____
	Deposit	\$ _____
	Balance	\$ _____

* Note: Final payment is to be either by a Bank Cheque or Money Order made payable to Reconstruct Real Estate.

If a reservation fee is being paid on the property, the following conditions will apply (NSW only)

It is hereby acknowledged:

- That the applicant has paid a reservation fee of \$_____ equivalent to one week's rent (7 days) to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
- The premises will be reserved for the applicant for a period of _____ days.
- That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
- That should the applicant decide not to proceed, the landlord may retain the reservation fee
- That the reservation fee will be banked into a trust account and any refund given will be by way of a TRUST ACCOUNT CHEQUE (within 48 hours).

Reconstruct Real Estate acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:

- To reserve the premises for the period and in accordance with the conditions above stated.
- To notify the applicant within the reservation period whether or not the applicant has been approved.
- If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

APPLICANT'S SIGNATURE X

Date: ____ / ____ / ____

AGENT'S INITIALS X

OFFICE USE ONLY		
DEPOSIT AMOUNT PAID: \$	RECEIPT NO.	DATE & INITIAL:
ENTERED ON SYSTEM:	RECEIPT NO.	DATE & INITIAL: